

The Finance Department is responsible for the administration of the City's fiscal condition, services, and resources. Major service systems include financial reporting, budgeting, accounting, cashiering, business licensing and utility billing.

In addition the department provides staff support to the City Treasurer through specified department employees deputized to act on behalf of the Treasurer.

The significant department tasks are as follows: preparing annual and periodic financial reports and analysis; preparation of the annual budget; controlling expenditures for budgetary accounts; investing idle funds; receipting and disbursing funds; maintaining internal control over financial transactions and resources; issuing business licenses and parking permits; acting as trustee for the special assessment bond transactions; and providing centralized accounts receivable processing and control. The department coordinates and controls the City's decentralized purchasing functions. The department also provides the above-mentioned services to the Covina Redevelopment Agency.

### Major Functions of the Finance Department

- **Accounting and Reporting**  
[Budget & Reports](#)
- [Accounts Payable](#)
- [Business Licenses](#)  
[Obtaining a Business License](#)
- [Information Technology](#)
- **Payroll**
- [Utility Billing](#)  
[Start/Stop/Change Water](#)

### Contact Information [E-mail](#)

Business License - (626) 384-5506

Water Billing - 1 (855) 354-7579 Refuse Billing - (626) 384-5510

Accounts Payable - (626) 384-5504

### Location & Hours

Covina City Hall

125 E. College Street Covina CA 91723

Monday - Thursday, 7 am - 6 pm